

# INTRODUCTION

(By way of DIALOGUE)

To the best FORMS and PROPORTIONS  
of all LETTERS, in each Hand most useful; and  
excellent for all business both in *Clerkship* and *Trade*.

To which is added,

RULES for SPELLING and POINTING,

AS ALSO,

A TABLE of Abbreviations, so large that it will  
facilitate both the *Writing* and *Reading* of any business at  
*Common* or *Civil Law*. Together, with some Directions  
which may be beneficial for a CLERK in the progress  
of his whole Clerkship.

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—*Pervagunt Lingua Charta manusq; vices.*

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By JOHN MATLOCK, of the City of Lich-  
field, Philographer.

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# LETTER OF DEFLECTION

(B. W. of DIABOLISM)

TO THE HONORABLE MEMBERS OF THE HOUSE OF REPRESENTATIVES

IN SENATE

AND

IN HOUSE

OF THE STATE OF NEW YORK

IN SENATE

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# PREFACE.

THE devising and finding out of *Letters* has ever, by the Sage and Prudent of all Ages, been adjudged as one of the rarest, and most heavenly Inventions of all that are in use in Humane Society, both in respect of its excellency in contrivance, and also for the extensiveness of its benefits. For the excellency of its contrivance; it is almost a Miracle, that a Meane could be invented, whereby Words and Sounds, which naturally be the Objects of the Ear, should be made the Objects of the Eye. This is indeed a most admirable Invention, that Sounds and Voices should by the power of certain Characters (as it were by charnis) be stoln away, from their own proper sense, and conveyed into another by *Leger-du-main*, and so made an object of the same. This, I say, is a very wonder, and among all the Senses not to be found in any other: No Invention ever yet could make the object of Seeing the object of Hearing; nor the object of Hearing the object of

## The PREFACE.

Smelling ; nor the object of Smelling the object of Feeling : only the object of Hearing, by this Invention of Letters, is made (in some sort) the object of Seeing. And as it is excellent for its Contrivance, so it is no less for its Benefit : For by Writing we have the comfort of God's Holy Word continued to us ; which from Writing receiveth its denomination, in being called Scripture ; which is nothing else but Writing : By this we have the Monuments of Antient Times communicated unto us, and all good Arts and Learning derived unto Mankind. By Writing, we may give direction for our Foreign business, though we stay at home ; and for our Domestic, though we be abroad. By Writing, we may confer with our absent Friend as freely as with a present Neighbour ; communicating all our counsels as secretly and closely, as if we should whisper in one anothers Ears, though we be divided many Miles asunder : By this, we are furnished with invincible Arguments, to fight against the Factious and Seditious Enemies of Church and State ; these, and infinite like Blessings are conveyed unto Men, by the benefit of Writing. The only motive that encouraged me to this trouble, was, my being wearied through a long travel after exact Writing, in those many ways chalked out by *Penmen* both Antient and Modern ; which being *many*, cannot *all* be excellent ; for Perfection is single, and cannot consist in plurality.



## The PREFACE.

plurality of ways, to one and the same end. This single, and best way, both in respect of the form of Characters; and also in the manner of making them, has never yet been demonstrated, either by Rules, or Examples. The best Rules to Hand-Writing have been published by Mr. *Cocker*, and these are many, and very excellent. But their full extent is too short, to regulate the Errors that may happen in any one Character: He having given by them, no compleat proportion of any Letter: And its impossible to have a right understanding of the proportion of any Superficies, without a true knowledge of the length and breadth of each part thereof: And there can be no Extream, where there are no Rules or a Meane. Now if Mr. *Cocker*, or any other Modern Penmen, have published such Rules as will correct the Extreames, that may be committed in the Writing of any Hand, I shall willingly submit that these my Papers be Burnt, and my self pointed at: And that it is absolutely necessary, to have a true knowledge of the due, and just proportions of Letters, in order to the attaining of an excellency in Writing, I judge, I need not go about to prove: *Cocker*, and the best of Penmen, having acknowledged it. Therefore, I hope, the following Tract, will be entertained with a kind acceptance: where is chalked out a way single, short, and easie, to the best way of Writing, in laying down Three undeniable:

## THE PREFACE

deniable Principles; and from thence branching out  
such Rules as will prove and regulate every part  
and particle of all Letters, in each useful Hand  
which may serve as an Ax to cut off the unnecessary  
young Suckers, and also the old withered Branches  
By which husbandry, I doubt not, but that Hand  
Writing will thrive to a greater perfection. And  
(kind Reader) it was not the desire of being seen  
in the Press, that moved me to this publick Work  
but my Favour, and kindness to the Art and Artists  
who have been not a little abused by Engravers  
(for so I call them, rather than Penmen) who have  
made it their business to burthen this Kingdom with  
almost an innumerable number of Copy-Books  
(some of them being as useless and ridiculous  
Dr. *Donn's* Sun-Dial in a Grave) which have  
made such a confusion, that its difficult to distinguish  
between good and bad; They being like Mod  
guides, that point to a Traveller twenty ways  
once, never constant, but ever changing. Now  
wish, that you may take as great delight in the pr  
ctice of these things herein contained, as I to  
pains in the Composing of them; so shall the  
bour be well bestowed by,

*Your Friend,*

JOHN MATLOCK

TO MY  
HONOURED FRIENDS,  
THE  
BROTHERS  
OF THE  
QUILL.

THE Devil Calumny (saith the Learned Erasmus) doth  
so rage against all Men, and all Things, in these  
Days, that it is not safe setting out any thing unguard-  
ed. If Integrity of the End may plead for my Un-  
dertaking, I may presume you will not deny it Patronage: Its  
chief Design being to free both the Art, and You the Artists,  
from the erroneous Judgment of Irregular Phancies; and to  
waken the lazy Drowsiness of Others, that are loath to be row-  
d out of Phancy's pleasing Dream: There being a sort of  
melancholy, and drowsie Scribes, that can phancy nothing but  
centaurs, and Minotaurs; and the best of Characters by these  
Phancy-Mongers, are condemned as Flat and Stiff, if they are  
not

## To the Brothers of the Quill.

not set off by some of their monstrous Fictions. But let them delight to guild their baser Metall, whilst Gold shines in its Native Lustre. Writing is, by the Learned, acknowledged for an Art, though, I think, it was never yet proved; and by some (who are reckoned for Masters of Writing) only for a Phancy: judge, these last can never be thought, by well-grounded Artists Masters of that Art they deny the Method of; and especially, the following Lines be well considered: Wherein is first proved That Writing is an Art; and then shew'd, how far Phancy is to be considered therein. The First, That Writing is an Art. I prove thus: The Practice of a certain Method, that's an Art. But Writing is the Practice of a certain Method; Ergo Writing is an Art. Of the Major, or First Proposition, Aristotle, in his Sixth Book of Ethicks, calls that an Art, which is the Practice of a certain Method. And Velcurio, in his Commentary upon the Universal Philosophy of Aristotle, Lib. I. cap. 9. thus defines Art: *Ars est habitus animi intellectu adquisitus, constans ex certis Regulis, per Experientiam probatus, & exercitationem Cognitis.* And for the Minor, I accept Assumption, it is clear, the several Forms of Characters, being only legible, and distinctly known by their certain Use and Form. Also, observe, that every thing is performed by Art, Natural Power, or Habit. First, By Art, when the Action prosecutes a certain Method. Secondly, By Natural Power, when it's performed meerly by the Instinct of Nature. Sic Luscinia secundum Naturalem potentiam non secundum Artem, tamen optime canit. Thirdly, By Habit, when it's only by Custom and Exercise. Sic mediocriter periti nuntiant, loquuntur sine Arte adjuti Exercitatione. No Man can be Master either of Natural Power, or of Habit: Not of Natural Power, for that's the Gift of God alone, as Ovid:

Est Deus in nobis: agitante callescunt illo  
Sedibus Æthereis Spiritus ille venit.

## To the Brothers of the Quill.

Not of Habit different from Art ; for every Habit consists either in the Mind, or in some Member of the Body : And what is performed by Art, is according to the Intellectual Habit of the Mind ; as Velcurio : Artis vocabulo utimur pro habitu animi intellectivo, secundum quem, homo facilius & melius potest aliquid intelligere, agere, & præsertim facere, vel fabricari. And the Members of the Body are incapable of Instruction. Quod nemo didicit nemo docere potest. Now then, it must follow ; No Art, no Writing ; No Method, no Master. And, Arts being different, it will not be amiss to give you the Definition of the Art of Writing.

Writing is an Art, which, by the Exercise of the Pen, makes Words legible. Now, every Art consists of Two Parts, (viz.) of Method, and Practice : 1. Of Method, in a compendious, and certain way and means of Art, delivered by Rules, Precepts, and Institutions. 2. Of Practice, in an Exercise and Use of the same. The next to be considered, is Phancy ; wherein you may observe, That there is nothing in the Understanding, except it be first in the Sense : for as common Sense judgeth of Shape, from the outward, sensible, material Shape ; and Phancy not only conceives the same material Shape, but also feigns and imagines like Idols, or such Shapes of the Intentions. So the Understanding receives the perceived Shapes, or devised by Similitude, from Phancy altogether immaterial ; and feigns and judges them more significantly and clearly, whether or no they be Good or Bad. As every Letter or Character is first conceived in the Sense, and feign'd and imagin'd, before it be made by the Pen ; so the Understanding judges of the Character, when it's made into an outward material Shape : So that, from hence may be observed, That Understanding is the Judge of Phancy ; and then, consequently, Phancy cannot be Judge of Writing. Phancy has one more Office considerable in the Art of Writing ; which is, more deeply to impress upon it self the Shapes offered from common Sense, in the Ab-  
sence of the Object : as after the viewing of an excellent Letter,

## To the Brothers of the Quill.

*ter, a deep Impression of its Form remains upon the Phancy, in Absence of the Copy.*

*Now, these Premises being granted, and my self being the First, who not only hath proved Writing to be an Art, (and so, consequently, to consist of Method and Practice) but have also prescribed such a Method, as will regulate every Character of each useful Hand: I am not afraid to challenge my Priority, nor to conclude with my Anagram;*

Calamus est mihi honos.

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*Fax Nova Artis Scribendi.*

I N A

# DIALOGUE

Between the

Master and Scholar:

Teaching the ART and USE

O F

WRITING.

*Scholar,* **S**IR, my Address to you is, to desire your assistance,  
in Teaching me to *Write*.

*Master,* I am ready to assist you, or any  
other person, who desires my Directions, to the utmost of  
my ability.



*Sc.* I shall think my self obliged in an infinite Gratitude, and will pay you to your content.

*Mr.* It very much rejoyces me to have the good fortune to meet with a Scholar that promises so well; and I doubt not, but that your love to the Art will appear in your diligence to acquire it. The truth is, for a Man to Write well, it is very necessary to be in good Humor; of a serene and chearful Spirit, and not overcast with clouds of Melancholy; Phansie being no less eclipsed with the unquietness of mind, than Beauty with the indisposition of the body. What imployment are you intended for? I ask you, because I would make choice of such proper Hand, or Hands, as may be most requisite.

*Sc.* I am uncertain of that yet; therefore I desire to learn all useful Hands, that thereby I may be fitted for any business.

*Mr.* Now I know your design, I shall proceed with you in such a Method as will, doubtless, lead you to your desires. And that you may the better understand what you are to Learn, and I to Teach, you are to observe, That *Writing* is an Art consisting of two parts; Method, and Practice: and as Method without Practise avails nothing, so Practice without Method avails as little; therefore, I shall in the first place instruct your Hand with such precepts as may give you the true knowledge of your desires: that thereby you may understand how to guide your Hand. And then, and not till then, I think it convenient to let you imitate, or Write by a Copy. For to begin to Write after a Copy before you know how to manage both your Hand and Pen, your success is like to be equal with that of the Pilot at Sea, who is furnished with Instruments fit for his Navigation, but is altogether ignorant as to their use; and you cannot but judge, but that a Voyage under the Conduct of such a Pilot is very hazzardous. Therefore, in the first place, learn how to Sit to Write, and Hold your Pen.

Sit.

Sit so high that you may with ease place your Elbow close to your Body, and your Hand straight from you, so that you may, without daubing, give every stroke naturally its perfect full and small: Then observe to sit upright, and not writheing your Body, but straight, bearing your Breast from your Desk, or Table whereon you Write. Then hold your Pen between your two Fore-fingers and Thumb; your Fingers being almost extended to their full length, and your Thumb-joint bent outward; your other two Fingers bent inward, and upon the end thereof rest, and move your Hand; your Pen also being rested upon the end of your Second Finger close to the Nail thereof. Your Pen and Hand being thus held; you may make any stroke of a reasonable length, without moving your Hand either upwards or downwards, only by the motion of your two Fore-Fingers and Thumb: for if your Thumb be bent outward in the joint, you may extend your Pen upwards and downwards, at least an inch, to the making of any stroke without moving your Hand. So that you need move your whole Hand no way but straight forward, towards the end of the Line. These Rules being observed, you will also soon learn to Write straight.

Sc. An Acquaintance of mine holds his Pen between his Fore-finger and Thumb only, and prefers that way before all others.

Mr. That way of holding the Pen was Used and Taught by *Frisius*, a French Master, who only wrote *Italian Hands*. And I judge this way of holding the Pen in Writing those Hands best, by reason that way of Writing is the lightest, and with the least obstruction; but in the writing of our *English Hands* it is not so; they requiring a heaier poize of Hand, which is not so well performed by one Finger and Thumb.

Sc. I will submit unto your judgment, and will endeavour closely to treasure up all your directions.

Mr. Let:

Mr. Let this also be for your Encouragement, that the Principles of this Art do not demand an endless Labour; but are contain'd in a few easie Documents of meet Proportions, which will present unto you an open and ready Access unto the most inward Secrets of the Art.

Sc. These Words much encourage me; for I have much doubted the Attainment of the Art of *Writing*, upon the account of the great Number of Copy-Books extant by Mr. Cocker, and Others.

Mr. Many lively Spirits have been over-whelmed in the misleading Labyrinth of the confused Examples of Mr. Cocker, and other Modern Penmen; who have invented or altered a vast number of Hands, very useles and insignificant; which will appear by the ensuing Discourse: And by their Rules, no Man can judge which is best of their Works, their Rules not reaching the Proof of any one Hand; they altogether neglecting the chiefest, and most excellent Principles, *viz. Firmness, and Expedition*; and having only a general Respect to *Beauty*.

Sc. I have heard much in the Commendation of Mr. Cocker's Works; and in One he writes himself, *ENGLAND'S PENMAN*.

Mr. I have had as great an Esteem for the Works of Mr. Cocker, as for the Works of any Engraver: And I judge, that he might have, in his Time, as great Skill in the *Art of Writing*, as any other Person what-ever. But I also judge, that if his *Rules* had been more copious and certain, and his *Examples* fewer, he might have given a Greater Light than he did, into the Knowledge of *Writing*. You will, I imagine, be more discerning to judge of Mr. Cocker's Works, and Others, before You and I part; if you well weigh the following *Discourse*.

Sc. I am incapable of Judging, as yet; what I may be, I know not: But this I know, that there is but one Best; and, if so, I may be sure, that there must be a

great

great deal of Rubbish amongst so much Variety.

Mr. In this you err, saying, That there is but one Best Hand; for as there is variety of Business, some requiring a shorter, and others a longer Continuance; so it is absolutely necessary, that there be Hands also of a greater, and lesser Firmness. And likewise, it being judged convenient, that the several Courts, (*viz.*) the Courts of *King's-Bench*, *Common-Pleas*, and *Chancery*, should use distinct Characters for their Records: So that, from hence you cannot but conclude, as it is absolutely requisite to have several sorts of Hands for several Uses; so there may be a Best of each sort.

Sc. I am very well satisfied with what you have said: But pray then (*Sir*) inform me, how many Hands are requisite for me to Learn, to quallifie me for the best *Writing* of any sort of Business?

Mr. There are but *Five* Best in use for a Man, and *One* for a Woman.

Sc. But *Five*! If this be so, surely Mr. Cocker, and Others, have taken great Pains to small Purpose, to publish so many.

Mr. That you may be the better satisfied of this, I will acquaint you with the Use of *Writing* in general; and then give you the Use of each particular Hand. Of the *First*:

*Writing* is the Recording in legible Characters, any Proceedings at Law, Evidences of Land, Book-Entries, and Pistles. All the Records of Courts, and Evidences of Land, ought to be wrote in a Firm and Substantial Hand; so that they may remain Legible for ever: for what is of a perpetual concern, requires a perpetual Duration. Book-Entries, as Shop-Books, and the like, being of less Duration, they ought to be wrote in a Hand of a lesser Substance. And, for Letters, they requiring no longer Duration almost in their Reading, they cannot be written too small or faint, Legible.

And

And now I have given you the Use of *Writing* in general; together, with the Reasons of Firmness, or Faintness of Hands, according to my promised Prosecution; it remains, that I give you the Use of each Hand in Particular: In order to which, I will inform you what Hands are used for the Ingrossing of all Records; which are *Court*, *Chancery*, *Set*, and *Text*. All the Proceedings both in the *King's-Bench*, and *Common-Pleas*, are, or ought to be, Recorded in *Court-Hand*, either Great or Small. And, as this *Hand* is of great Antiquity, without almost any Alteration; so it is most excellently design'd for its Use: For no *Hand* is gracefully wrote so close; therefore its the more fit for Writs, and such close Ingrossments: nor no *Hand* more Firm, and Substantial. The whole Substance of each Character requiring the flat Application of the *Pen*, for the Performance; therefore the more durable; and so, consequently, the more Excellent for Records.

The next *Hand* that takes place, is *Chancery*; which is I think, of no less Antiquity than the Former: And for its Firmness, for the same Reason alledged in the *Court*, is as Excellent. But it is not written gracefully, so close as the *Court*. This *Hand* is called *Chancery*, by reason that all *Chancery* Proceedings are, or ought to be, written in it; no *Court*, besides it, using the same Character.

Now the *Set-Hand* is thought fittest, and best for Ingrossing all Evidences of Lands, as Bargains, and Sales, Feoffments, Joyntures, Leafes, Wills, and all other Deeds, where by any Lands are conveyed; it being also a very Substantial *Hand*; and being used so frequently, is thereby become Legible to all that can read any *Manuscript*.

*Text-Hand* is most properly used for Ornament, and for Marks; whereby any Part of a Deed may be discovered by a sudden Inspection; and, if well written, answers its end as for its Beauty, exceeding well; no *Hand* admitting of more Beautiful Proportions: And, for its other End, 'tis v

ry Excellent, its Character being far larger than the rest of the *Writing*. It points out the Premises, *Habendum, Tenendum*, and each particular Covenant; so that, if you have a long Deed before you, you may look to any Part you desire, without reading any more than the Part looked for.

And now I have done with the *Four Hands*, used for Ingrossments: It remains yet to speak of *Hands* fittest, and best for Book-Entries.

*Hands*, said I? There you might oppose me, and answer, That there is but one Best: For two Superlatives, cannot accord with several Operations to one Effect. And seeing there cannot be but one best for this Business, I will inform you, from Three undeniable Principles of this *Art*, what sort of *Hand* is Best.

That *Hand* is Best, that is as *Firm* as the Duration thereof requireth; and also is the most *Expeditions*, and *Beautiful*. These Three Principles are the only Touch-Stone, to try all *Hands*.

So that, if you be to judge of a Piece of *Writing*; first, Observe whether it be written so *Firm*, that it may endure so long as the Business therein written requireth. Then observe the *Expeditionsness* of the *Hand*: And then the Neatness, or *Beauty* thereof. And let your Judgment ever pass for that *Hand*, that cometh the nearest these Three Principles.

*Sc.* You have, I thank you, enlightned my Judgment very much, in these Three Principles, or Fundamentals. But it will be a very difficult, and tedious Search, to find out the best *Hand* for the Use last before-mentioned, if I were to search it out amongst the almost innumerable Engraven *Hands* extant: Therefore, pray be so kind, as to let me know the Name of the *Hand*?

*Mr.* If I should tell you *Secretary*, you would nevertheless be very much puzzled to find out the Best for your Use; there being so great a number of differing *Hands*,  
C called



called by the name of *Secretary*. But if you were so great a Critick, as to find amongst the *Hands* extant, whether it were *Secretary*, *Mixt*, or *Italian*, or any other the very Best of all amongst them, for your use : yet, let me tell you, That it will fall short of answering these Three Principles before-mentioned : For neither Mr. *Cocker*, nor any other Penman, either Antient or Modern, ever reduced *Writing* to any Certainty, either in respect of *Firmness* or *Expedition*, before my self, (I think, I may truly say.) Therefore, for your Satisfaction, I will shew you a *Hand* of my own ordering, according to the Three Principles afore-mentioned, for Book-Entries, or any other Business, excepting Ingrossments ; and I would advise you to make use of That, till you meet with a Better. And now I have (I hope) sufficiently proved, That there are but *Five Hands* Best, for the Writing of all sorts of Business.

*Sa.* I am very well satisfied ; and I desire I may Write these *Five* Best, and I care not who Writes the rest. But, *Sir*, seeing you have been so kind, as to inform me with the *Fundamentals*, or *Principles*, pray let me also know, wherein they consist ?

*Mr.* I will insist upon them very plainly, and fully ; for in them consisteth the whole Marrow of *Writing* ; they being the Basis, upon which the whole Structure is built.

For the *First*, which is *Firmness* ; I Answer, That *Firmness* consisteth in the Fulness of Strokes : So that, that *Hand* is most Firm and Durable, whose Characters are, in their several Differences, performed by the Full of the *Pen*. And how Firm each *Hand* ought to be, I have already proved.

For the *Second*, which is *Expedition* ; I say, That the lesser Compass the *Pen* doth move in performing any Letter, that it's the more Expeditious. And that the taking off the *Pen*, in the making of any Letter, or in the joyning of Letters ; and in the making of Letters that require an extraordinary Poize



Poize of Hand ; and also, the turning of the *Pen* from any Part of a Circle, to a straight Line or Angle, or from a straight Line or Angle, to a Circle ; makes the *Hand* more slow : And the Reason of this last will plainly appear, if you do but consider the great Contrariety that is between a straight Line, and a Circle ; or the great Opposition that every thing meets with, that is upon a swift Circular Motion, in turning to a straight Line or Angle.

For the *Third*, which is *Beauty* ; I Answer, That it's impossible to prescribe satisfactory Rules for this Excellency, the Opinions and Phancies of Men being so various, that there are scarce Two of one Judgment concerning it ; one deeming that *Beauty*, which another condemns for *Deformity*. Notwithstanding, I will give you my Judgment herein, which will extend to every Part of *Writing*, wherein *Beauty* may be considered.

Then *First*, I conclude, That every Letter ought to have its Natural Full and Small ; (I mean by *Natural*, such Strokes as are made at one Motion.)

*Secondly*, That every Letter in a *Hand*, stand alike.

*Thirdly*, That all the Letters without Stemms be of one heighth and depth, and that all the Letters with Stemms be of one heighth and depth, provided the Form of the Letters will admit of it.

*Fourthly*, That every Full bear one proportion of Fulness ; and that every small Stroke be as fine as is possible.

*Fifthly*, That all Letters, or Parts of Letters of one kind or name, do, in all their Dimensions, remain the same.

*Sixthly*, That all the Letters, or parts of Letters within the Ground, and upper-lines of those *Hands* that depend upon the Circle, and Perpendicular Line, be of the same Breadth with their Heighth ; and then all their Whites will be alike : Which will much add to the Lustre of an *Hand*.

*Seventhly*, That the White of the [o] be observed between Letter and Letter, and the double thereof between

Word and Word. These *Three Principles* being thus considered, they give you a certain Method for the making of every Character.

*Sc.* Now (*Sir*) I thank you. I understand what it is that makes an Hand *Firm*, *Expeditions*, and *Beautiful*. But, methinks, *Firmness* and *Expedition* are inconsistent with each other: For you say, That the larger the Hand is, it's the more slow. Therefore, *Firmness* and *Expedition* cannot accord.

*Mr.* I shall very easily Answer this *Objection*, if you will but consider, first, the Use of the Hand; and if it be for Perpetuity, then the Character must (as I have said before) be so *Firm*, that it may continue Legible for ever: So that, in such like Hands, (*viz.* Hands of Ingrossments) *Firmness* is the chiefest Excellency. But notwithstanding, that Hand is Best, that is most *Expeditions*, and *Beautiful*; and yet answers the end of *Firmness*. But my Rule for *Expedition*, is; The lesser Compass the *Pen* doth move, in performing any Letter, it's the more *Expeditions*: But from thence you gather a false Notion. For though you say true, in saying, The larger the Hand in Compass, the more slow: Yet it doth not follow, that *Expedition* doth oppose *Firmness*. For the *Firmness* of an Hand doth not consist in the large Compass of the Hand; but in *Firmness* of Stroke, as is before alledged.

*Sc.* I confess, I was under a Mistake; for which I crave your Pardon: and I have received a great deal of Satisfaction from your *Three Principles*, together with their Existences; and, I hope, I have a right Understanding of them. But (*Sir*) Has the *Scribe* Liberty, by these *Principles*, to change or invent Characters for Hands, as he pleases?

*Mr.* No: But he may alter any useful Hand, to make it accord with the said *Principles*; provided his Alteration do not render the Hand more illegible. I will now proceed to give

give you the Knowledge of the best way of *Writing*, and according to the fore-recited *Principles*, in each particular Hand: And I think it most convenient to begin with the *English-Ingrossing-Hand*, commonly called *Set-Secretary*. And that I may not do and undo, I will (*First*) set down the General Branches considerable in each Hand: Which springing from the said *Three Principles* of this *Art*, and being followed perfectly, will reduce Hands to their highest Excellencies.

The *Rules* founded upon these *Three Principles*, have Respect either to the Proportion, or Forms of Letters. As for the Proportion of the several Characters of this Hand, I have already proved, That they must be so Firm, as that they may endure Legible for ever. But how Firm this Hand ought to be, that it may thus endure, it remains yet to be considered: And that I may not give you the Proportion too small, which would prejudice the End of its Use; nor too full, which would render it the more slow; I have considered this, That Hand which has endured Firm and Legible for several Centuries, will endure Legible for ever. Now, how Large and Firm those Hands are that have thus continued, may be seen both by Printed Authors, and Antient *Writings*.

*Sc.* Sir, There are several sorts of Prints, and those of several Proportions.

*Mr.* The Smallest of any sort will endure for ever, if it be well Printed; which doth not only appear by the duration of Books extant in the smallest Prints, published both for the Instruction of the present and future Ages: but we may also see these Books thus Printed, an hundred Years or more after their Publication, to remain Firm and Legible as they were the First Day of their Printing.

*Sc.* There is a great Difference between that which is Printed, and that which is Written.

*Mr.*

**Mr.** As to the Manner there is ; but as far as it concerns that which *I* here argue for, there is no Difference ; a Stroke of the *Pen* being altogether as durable, as a Stroke from the *Press* ; they bearing both one Fulness.

**Sc.** But that which is Printed seems more firm than that which is Written.

**Mr.** The Print is the blacker, because it admits of no Hair-strokes ; but this is *Nihil ad rem*, if you consider, *First*, That the Difference of Letters in this *Hand* depends upon a full Stroke : *Secondly*, That their several Forms by which they may be known, depends also upon a Full.

**Sc.** *I* observe from hence, That as all Letters are known by some Difference ; so that Difference must be made by the Full of the *Pen*, that the Difference may remain.

**Mr.** It's well observed. Now, if the smallest Print be judged of a sufficient Firmness for perpetual Duration, surely an *Hand* as full again cannot be thought too small. Now, that *I* may give you the right Proportion of every Letter in this *Hand*, and of every thing that has relation thereunto : *First*, *I* will set down in what particulars Proportion is to be considered in this *Hand*.

I. It has respect unto the Length and Breadth of every part of a Letter, both Great and Small.

II. In the joyning of these Letters, *viz.* In the distance between Letters and Words.

III. In the Ruling, *viz.* The distance of Lines.

For the *First*, (*viz.*) The Proportion of Letters ; You are to observe, That some Letters are made *with* Stemmms, and some *without* : Those *without* Stemmms, are those Letters that are wholly made within the Ground, and upper-line. And *I* chose the rather to give you, first, the Proportion of these Letters within these Lines, because those *with* Stemmms take their Proportions from thence.

*First* then, Observe to make these said Letters *One Fourth* of the *Third* of an Inch (or *One Fourth* of a Grain, which is

all one) in Height; and the Breadth (*viz.* The White and two-side Lines of each of these Letters) must be equal to their Height: All the Letters of this *Hand* depending upon a Circle, and Perpendicular Line.

*Secondly*, Observe, that the Length of each Stemm must be longer by one half, than the other Letters within the Lines; excepting [q], whose Stemm must be equal in Length to the *Minnum* Strokes; and [p], which must be but *One Half* of the *Minnum* Strokes: and the Compass of each of these Stemms must be equal in Compass with the other Letters within the Line; except [h] and [k], which must be as wide again.

*Thirdly*, Observe, that the Fulness of each Stroke be equal to *One Fourth* of the Wideness.

*Fourthly*, Observe, the White of the small Letters for your Distance, between Letter and Letter, and the double thereof between Word and Word; except Two Circular Letters come together in a Word; and then those Letters must be joyn'd closer by *One Half*.

*Fifthly*, Observe, that your Lines be ruled distant from each other, the space of *One Third* of an Inch; which will prevent your Stemms from falling into each other.

*Sixthly*, Observe, that you set all your Letters upright; this being the best way for all *English Hands*. And by reason this Last thwarts the Opinion of Mr. Cocker, I will inform you what were the Reasons, that induced me thus to contradict him.

I have observed, That the *Hand* naturally and freely will tend only that way, that it's most accustomed to; and that is the cause, that when any accustom themselves to write *Court*, which ignorantly, of late, has been lean'd towards the Left-hand, they lean all the other *Hands* alike; which is no small Prejudice to them: And therefore, upon good Reason, it is my Opinion, That all our *English Hands* are best, when set upright; which will not, in the least, be to

to their Prejudice, but very much to their Advantage.

Sc. Pray, (Sir) How do you judge the *Sett-Hand* was wrote before Mr. Cocker's Time?

Mr. Before Mr. Cocker, our *English Hands* were all set upright, as it appears by the *Manuscripts* of Mr. Davy's, written *Anno Dom.* 1590.

Sc. It's strange, Men should be thus forward to vary, unless their Alterations were for the bettering the Hand altered.

Mr. I judge, that the Alterations of Hands was intended for the bettering of them; though, in many things, their Design miscarried: And it was impossible, it should be otherwise; for they never prescribed to themselves any certain *Principles of Writing*, (which would have reduced their *Writings* to a Certainty, as Standards to examine their *Writing* by) but invented and altered every Hand, according to their own roving Phancies. And what was newest among them, was deemed Best; as appears by the Words of Mr. Cocker, in his *ARTS GLORY*.

And I wonder what *Hand-Writing* would have been reduced to, if others, who were as capable of making Alterations as Mr. Cocker, had burdened this Kingdom with as many Copy-Books as he has done? It is to be feared, we should then have been confounded in our *Artificial Tongues*, as the *Babel Builders* were in their *Natural*. Mr. Cocker's Alterations of Hands, I cannot compare to any thing more pat, than School-Boy's turning of Verses, who only respect Variety.

Sc. I hope, it is now Time for me to begin to proceed to an Imitation of this Hand, seeing you have been pleased to give me a full Understanding thereof.

Mr. You are too short in that, yet; for an Hand is a certain Number of Letters, sufficient for the proper expressing of any Words or Sentences: Now, no Sentence can properly be wrote without one or more Great Letters; therefore,

the



the Capital Letters are absolutely necessary to make a compleat and proper Hand. So that a Piece of *Writing* cannot be said properly to be a *Hand*; unless it contain the *Twenty Four Characters*, Great and Small. But, notwithstanding, we may say, That a Piece of *Writing* is wrote in such and such an *Hand*; although the Piece of *Writing* be not a compleat *Hand*; the Part being put for the Whole.

Therefore, in the next place, I will inform you of the Capitals used in this *Hand*: Which being called *Capital*, it appears from thence, that these Letters must exceed the other in Magnitude; but this Magnitude must not exceed the distance of Lines in Height; nor in Depth, the longest Stems, except it be in the Beginning of a Piece of *Writing*. Great Letters are only useful for the Beginning of every Sentence, Proper Names, and Remarkable Appellatives; and therefore, I need not give you any other Rules for their Proportions, than what I have already laid down in my *Three General Principles*; that Form of Capitals being best, that is most *Firm*, *Expeditions* and *Beautiful*: Which I shall give you a Copy of, when I see it convenient for you.

Sc. Your Discourse of the Proportions of Letters, puts me in remembrance of a Line I once read in a Book of Mr. Cocker's; *Proportion is the Quintessence of Art*: And I am as careful to remember these Words of Yours; *The Art of Writing is contained in the Documents of meet Proportions*.

Mr. Truly, Mr. Cocker said well; and he might have done well too, if that he had set down the right Proportions of each Hand: But he was so far from doing this, that he never did, in any of his Publick Pieces, give the Proportion of one Letter, unless in his Examples; and those were so various, that he never Engraved *Two* Pieces of *One* Hand alike: And therefore, How was it ever possible to gather any true Proportion from him? So that, he which



Writes in imitation of Mr. Cocker, is like a Carpenter working without his Rule.

*Sc.* Now (*Sir*) you having given me the *Quintessence* of the *Hand*, (as Mr. Cocker calls it) pray, What remains now?

*Mr.* These due Proportions be rightly ranged into Order, that is, into *Twenty Four* known distinct Characters, both Capital and Small, they make up a Compleat Hand, fit for its intended Use. And, as the distinction of Things must be known by some Difference; so it is also absolutely necessary, that the *Twenty Four* Characters have all their several Forms, that thereby they may be distinctly known.

Therefore, this leads me, in the next Place, to treat of their Forms; which cannot be so well express'd by the Tongue, as discern'd by the Eye, whose proper Objects they are: Therefore, I here present you with a Copy for your Imitation. You must be sure to give your Letters their true Fulls and Smalls, according to your Copy: And for your more facile Performance thereof, observe, That when your *Hand* and *Pen* is held according to your Directions, all the Fulls and Smalls will naturally be performed without any Artificial dawbing; the *Pen's* Edge tending naturally to an ascending, or cross-Line; and also the flat to a down-right descending Stroke.

*Note*, That the *Pen* naturally falls but once to a right Flat in any Circle or Oval: So that, when you see in an Oval or Circle, a Full answering a Full, you may conclude, That one of those Fulls is Artificial; and that is ever Artificial, that is perform'd last. All double Strokes, as in the Top of a small [o], are naturally Full.

Now, I have given you the Knowledge of *Writing* in General; and also, in this one particular *Hand*; I shall breathe awhile: Only this I say, Be careful that your Head and Heart attend your Hand.

*Sc. Sir*, Pray, how do you approve of This?

*Mr.* I fear, you have Written too fast, to do well.

*Sc.* I hop'd, that you would have commended me for doing so much; for in your *Directions*, you commend *Expeditions Writing*.

*Mr.* In my *Directions* I commend an *Expeditions* manner of *Hand*; which must first be obtain'd by Writing very slow: and when you have attain'd to the Writing of it well, then it will be made Swift by Practice. But observe these *Directions*, and you need not fear Writing too fast: That is;

*First*, When you begin your Copy, endeavour to get the perfect Knowledge of each Character, before you begin to imitate them: And when you have thus Written your First Line, then before you begin your Second, observe the Faults of each Letter, by comparing them with your Copy; and then do your utmost Endeavour to mend what you observe to be amiss: And prosecute this Course throughout every Copy, and you need not fear, but that you will learn to Write both Well and Fast.

*Sc. Sir*, This is an hard Lesson.

*Mr.* I wonder why? Is there any thing enjoyn'd you, which a Child of Six Years old cannot do?

*Sc.* I have heard some say, That a Child is not capable of learning to Write, until he arrive to Twelve Years of Age.

*Mr.* That's a great Mistake; for I have taught some of Nine, Eight, Seven, yea, Six Years of Age frequently; and to Write Well, in a small time.

Now, go your ways, and do as I have told you.

*Sc. Sir*, Pray, how like you This? I doubt not, but that I have Wrote slow enough now; for I have not Written above Four Lines in an Hour.

*Mr.* Now, you have quit your self well: And, I doubt not, but that by my prescribed Method, of examining each

Line by your Copy, you have much improved your Judgment. In the next place therefore, for the Exercise thereof, Write me these Lines out of this Book without a Copy; and thereby I shall also discover how far you understand my *Directions*.

*Sc.* I was very much pleased with your Commendation of my last, and I should be no less now; which I am sure it must, if your Praise be equal to my Endeavour.

*Mr.* I like your *Writing* well: But, I perceive, you are very ignorant in the Rules of *Orthography*.

*Sc.* My Master was very negligent of me, as to this Particular; for he never Exercised me in this Subject: But if you will be pleased also to instruct me in This, I shall think my self very much obliged.

*Mr.* I will do my endeavour; in assisting you herein: But, doubtless, you might have been better instructed in your *Grammar-School* in *Orthography*; which is one of the Essential Parts of *Grammar*, and fittest to be taught there. *Orthography*, the First Part of *Grammar*, teaching the *Art of Writing*, is to be considered;

I. In the invention; and devising of Letters.

II. In the right ordering, or placing of these Letters invented.

The *First* Part of *Orthography*, viz. The Forms of Letters, are to be considered in every Hand; which I have already treated on at large, and shall farther handle as I shall see occasion for it, in each particular Hand.

The *Second* has these Two Parts, viz. *Spelling* and *Pointing*.

For the *First*, Observe the difference in the Sound of each Letter, that thereby you may know what Letters are to be wrote, to make up a distinct Sound in any one Syllable: For in every Syllable that is pronounced as its wrote, every Letter is founded in that Syllable in which it ought to be wrote. And when you can spell a Word of one Syllable,

able, it will be no difficult Matter to spell Words of many, if you know how to divide them: Which that you may do, observe, That every Syllable in a Word has a different Sound; as this word [*fol-low-ing*], which cannot be spoken without giving it Three several Sounds, and every Sound makes a Syllable: The First is [*fol*], which Sound or Syllable cannot be wrote with any other Letters, than [*f o l*]: and so of the Second and Third.

In the next Place, observe, That no Syllable can be founded, or wrote without a Vowel, [*a, e, i, o, u, or y*]: [*u*] is sometimes a Vowel, and sometimes a Consonant. It's ever a Consonant, when it comes before a Vowel in the same Syllable. Sometimes Two Vowels are founded in one Syllable; and then they are called *Diphthongs*; which are Five in number [*a, æ, au, ei, eu*]: The two former are both pronounced like [*e*].

Observe to pronounce every Word rightly; for there is nothing a greater Enemy to *Spelling*, than false *Pronunciation*, being settled by Discourse. There are many Syllables of one Sound, that must be diversly wrote; which are to be known by the *Radix* of the *Words*, or *Supines* of their *Verbs*. There are also some Words, that are not pronounced as they are wrote; and some that are pronounced alike, but wrote diversly: And therefore, it's best for you to make an Observation of these Words, when you meet with them.

Write the First Letter in a Sentence, all Proper Names, as the Names of Heathenish Gods and Goddesses, Men, Women, Rivers, Months, Winds, Cities, Countries, and Islands, remarkable Appellatives, and *I per se*, with great Letters.

Words pronounced long, must have an [*e*] in the end: But [*e*] must not follow [*g*] in the end of a Word, unless [*g*] be founded like [*j*] Consonant: [*f*] is never written after [*x*]. So much of *Spelling*.

Second-

Secondly, In *Pointing* you are to observe, That there are *Fifteen* distinct and proper *Points*.

The *First*, A *Comma* [,] used at the End of every Sentence.

The *Second*, A *Semi-Colon* [;] used properly betwixt the *Comma* and *Colon*, as the Sense admits; it being a *Mean* between them.

The *Third*, A *Colon* [:] used in the middle of a *Period*, consisting of Two equal Parts.

The *Fourth*, A *Period* [.] used at the end of a Perfect Sentence.

The *Fifth*, A *Parenthesis* [( )] used when one Sentence is put within another; which yet may be left out, and the Sense not destroyed.

The *Sixth*, A *Note of Interrogation* [?] used when a Question is asked.

The *Seventh*, A *Note of Exclamation* [!] used when we express any thing with Wonder.

The *Eighth*, A *Subunio* [=] used, 1. When Two whole Words are united. 2. When one part of the Word is wrote at the End of the Line, and the other at the Beginning of the next.

The *Ninth*, A *Dialysis* [..] used when a *Diphthong* is parted into Two Syllables.

The *Tenth*, An *Induction* [^] used to bring in a Word interlined.

The *Eleventh*, An *Apostrophe* ['] us'd when a Letter is cast out.

The *Twelfth*, A *Note of Quotation* ["] used in the Margin, when we quote a Sentence out of an Author.

The *Thirteenth*, An *Acute-tone* ['] used to distinguish doubtful Quantities.

The *Fourteenth*, A *Grave-tone* ['] used to distinguish *Adverbs* from other Words.

The *Fifteenth*, A *Circumflex-tone* [~] used over, 1. *Abblives Cases* of the First; 2. *Genitive Cases* of the Fourth Declension. 3. Words syncopated, and contracted.

Now, prepare your self for the Writing of the most *Firm*, *Expeditions*, and *Beautiful Hand* of all yet invented for *Curry* Businels.

Sc. I suppose, this is the *Hand* mentioned amongst your *Five Best*, being best for Book-Entries and Epistles.

Mr. This is the same; and it deserves to wear the Laurel, before all *Hands* of the same Use, whether they be *French*, or *Italian*: And for the Reasons following, this I am the more confident to assert. Our *English Hands* having receiv'd a publick Assault by *A-la-mode-Secretary* to the *French Formule*, I thought it might be no dishonourable Adventure, to maintain the Honour of our *English Hands*: And whereupon, knowing our *Secretary Hands* to be Counter-Buff, undertook there-with to engage *A-la-mode*; drawing my *Secretary-Band* upon Three Hills, *Firm*, *Expeditions*, and *Beautiful*: And having thus ordered them, I sent to *A-la-mode*, to prepare for Battle. Whereupon, in some space of Time, I receiv'd his utmost Force: Which being Answered with a greater Strength than he was able to resist, in the next place, he founds an unwilling Retreat.

Sc. I understand, you contended only for the Honour of our *English Secretary-Hand*.

Mr. I took the Advantage, with *Sertorius*, who by the Hairs of his Horse-Tail, hath proved to be very important; that beginning with a Part, it is no matter of difficulty to overcome the Whole. And I doubt not, but if all our *English Hands* were Written according to the *Rules* herein delivered, they would excel all Foreign *Hands* whatever.

Sc. I wonder how Foreign *Hands* have got such Esteem amongst us of *England*?

Mr. They

Mr. They have been esteem'd amongst them that have valued *Writing* only for Variety: But they never took amongst the Judicious; as appears by our Records, which are Written in no *Hands* but our *Englisb*.

Sc. Are the Records wrote in no *Hands*, but some of those *Five* aforementioned? Then surely, it must needs be very prejudicial both to *Law* and *Justice*, to alter them.

Mr. Records would become illegible, if their Character were not maintain'd by Practice: And if so, you cannot but conclude those to be Wise *Writing-Masters*, who will tell you, That the *Secretary-Hand* will be unknown in a few Years.

Sc. Wise *Masters*! If they understand no better the *Writing* of *Hands*, than they do of their Use.

Mr. I shall now, in the next place, proceed to give you the Proportions of this *Hand*; which being intended only for a *Cursory Hand*, or for Business of the least Duration, it cannot, without difficulty, be wrote too small; the several Forms of Letters, in this *Hand*, receiving their several Differences by the Flat of the Pen. And there is also a great Conveniency in this *Hand*, it bearing the same Form of Letters with the *Ingrossing-Hand*: So that, he who can write the One, may quickly write the Other. And besides this, the *Running-Hand* begets a great freeness and readiness in those Letters, in which it is composed: Therefore the *Ingrossing-Hand* must needs be better'd by the Conformity it holds with this *Hand*.

In giving you the Proportions of this *Hand*, I shall prosecute my former Method:

First, Observe, That the Heighth and Breadth of the Letters of this *Hand*, are best when they are made *One Eighth* of a *Grain*.

Secondly, That the Length of each Stemm be longer by *One Half*, than the Letters within the Lines.

Third-



*Thirdly*, That the Wideness of each Stemm be equal in Wideness to the Letters within the Lines; except [h] and [k], whose Stemms are best when they are double to the Wideness of the other Stemms: And that the Stemms below the Line, be double in Length to the *Minnums*.

*Fourthly*, That each Stroke be equal in Fulness, to *One Fourth* of the Wideness of each Letter.

*Fifthly*, Observe the White of the small Letters, for your distance between Letter and Letter; and the double thereof, between Word and Word; except as is before excepted.

*Sixthly*, Observe, to rule your Lines distant from each other, *One Sixth* of an Inch: And this is sufficient, I having already proved what Capitals are best, in my *Discourse* of the Last.

*Sc.* You have been short in your *Directions*, methinks, for your last *Hand*.

*Mr.* They are the better in being brief, if they be compleat and full. And that you may be satisfied, that there is not any thing wanting to prove each Letter in this *Hand*; observe, That *Form* and *Proportion* are all that may be considered in an *Hand*. For the *Forms* of Letters, you may call to mind the *Rules* delivered in General for all *Hands*: And there you may plainly prove, what *Forms* of Letters is best. And for the *Proportion* of any Letter, you have here a most plain *Theorem*.

Now, I shall proceed to give you the Proportions of our *English Text*. But, first, consider the Use of the *Hand*, which I have already proved in the Precedent *Discourse*; and then you will be more capable of judging of the following *Proportions*.

*First* then, observe, That the Heighth and Breadth of the Letters, within the Lines, be *One Half* of a Grain.

*Secondly*, That the Length of each Stemm be equal to the Letters within the Lines.

*Thirdly*, That the Compass, or Breadth of each Stem, be equal to its Length.

*Fourthly*, That the Fulness of each Stroke be equal to *One Fourth* of the Breadth of each Letter.

*Fifthly*, Observe the White of the small Letters within the Line, for your distance between each Letter; except Two Circular Strokes come together, which must be joyn'd close; and the double thereof, between Word and Word.

Now I shall proceed to the *Court-Hand*; which will admit of Two several, yet most useful Proportions.

*Sc.* How, *Sir*? Two several *Proportions* of *One Hand*, and both in the Superlative Degree? According to your former *Rules*, this cannot be.

*Mr. Scholar*, You are mistaken: Therefore, call to mind what I have said. I imagine, you ground this your confident Assertion, upon these Words; *Two Superlatives cannot accord with several Operations in one and the same Effect*. But better consider of the Words, and then tell me, Whether or no Two several *Proportions* of *One Hand*, for Two several Uses, may not all be best in their single Use?

*Sc.* Pray (*Sir*) pardon my Confidence, and inform me with the several Uses of this *Hand*.

*Mr. Court-Hand* is used in the Exemplifying of *Fines*: And also, as *Text* is used in our *English-Ingrossing-Hand*; so is the *Exemplifying-Court* used in the *Small*. The *Small Court* is either used for the Ingrossing of *Records*, or as a *Curfory Hand*, for the Enttring of *Precedents*, for *Writs*, *Declarations*, *Pleas*, &c. or any *Curfory Business* of the *Courts* wherein it is used.

*Sc.* If the *Small Court* be firm and large enough for *Ingrossments*, what need is there of the *Exemplifying Hand*?

*Mr. First*, (as I have said before) It's convenient in supplying the Use of the *Text-Hand*: *Secondly*, Deeds that are wholly Exemplified, are generally very short, and of great and weighty Concerns; and the *Clerk's Fees* also great:

There-

Therefore, that they may appear the larger, and more graceful, they are Exemplified. If a *Fine* were wrote in a small *Court-Hand*, it would look more like a *Writ*, than a *Deed*.

Now, prepare your self for the best *Proportions* of the *Exemplifying Court-Hand*.

*First*, Observe, That the Letters within the Lines are best, when Written *One Fourth* of an Inch in Length.

*Secondly*, That the Whites of each of these Letters, be equal in Breadth to the *Minnum* Strokes, or *One Sixth* of a *Fourth* of an Inch; except [c] and [t], and those Parts of Letters, that bear the Form of [c] and [t]; which are best when they are *Two Thirds* of the *Fourth* of an Inch in Wideness; and the [e] *Seven Eighths* of the *Fourth* of an Inch.

*Thirdly*, That the Length of the tallest Stemms, viz. of [b, h, k, l, and w] be *One Fourth* of an Inch; and the Stemms of [d, f, and the long s,] *Three Fourths* of the *Fourth* of an Inch: And the Stemms of [a, c, s, and t] *One Half* of the *Fourth* of an Inch. Notes of *Abbreviation*, and [i] in the end of a Word, equal in Heighth to the tallest Stemms, or *One Fourth* of an Inch.

*Fourthly*, That all the Stemms below the Line, be equal in Length to the tallest Stemms above Line, or *One Fourth* of an Inch; except the Stemm of [h], which is best *Three Fourths* of the *Fourth* of an Inch.

*Fifthly*, That the Wideness of all the Stemms, both above and below the Lines, be *Three Fourths* of the *Fourth* of an Inch; except the Stemms of [d, f, g, and s,] which are best *One Half* of the *Fourth* of an Inch.

*Sixthly*, Observe the White of the *Minnums*, for your distance between Letter and Letter; except they follow [a, b, c, h, k, w, x, y], or come before, or follow [e, y, o, s]; and then they must be joyned close: And the Space, or

Wideness of the [n], for your distance between Word and Word.

*Seventhly*, Observe for your distance of Lines, *Three Fourths* of an Inch.

And now I have given you the *Proportions* of the *Exemplifying-Hand*: I will, in the next place, give you the *Proportions* of the *Small Court*; fittest, and best for *Records*; which, in its several *Proportions*, is the same with the *Exemplifying-Hand*: Only, this must be wrote by a Lesser Scale.

And, if wrote true, they will answer each other, as Face answers Face in Two Glasses of different Magnitudes: Therefore, I shall only give you the Height of the Letters within the Lines; which are best *One Sixth* of the *Third* of an Inch; and leave you to proportion each Letter, upon this Basis: Only observe, That whereas in the *Exemplifying Court-Hand*, the Breadth of the *Minnum* Strokes are but *One Sixth* part of their Height; but in This they must be *One Fourth*. And thus much for *Court-Hand*.

*Sc.* You spake of a *Curfory Court-Hand* a little before.

*Mr.* Well remembred. To make a Quick, Expeditious, or *Curfory Hand*, Two things are absolutely necessary:

1. A right Form of Letters, *viz.* A Form agreeing to the Rules of *Expedition*, so far as the Characters both in Shape and Use will admit.

2. A frequent Use, or Custom in the Writing of the same.

*Court-Hand* may be made far more Expeditious, than it's commonly wrote, (and yet vary but a very small matter from the Original; and not, in the least, the more illegible or infirm) by avoiding some Cutts prejudicial to the making of Letters: And also, these Cutts being many, and the most difficult Parts of Letters, they must retard the Motion of the *Hand*. This will plainly appear, when you have Written a few Lines by this Copy of the Twenty Four

Let-

Letters ; wherein the *Pen* must not be taken off, in the performing any Letter, except in the making of an [x].

*Sc.* I judge this last Form of Letters better for Use, than the Other.

*Mr.* It's better for common Business than the Other, because it's far more Expeditious ; but for Business of extraordinary Concern, the *Sett-Court* is best, it being the most *Beautiful* : Besides, it's very convenient, that the *Sett-Court* be very well understood, before an Imitation of the more *Cursory Hand* ; for the more like the *Cursory Hand* is to the *Sett*, the better : For though the Letters may be altered to a *Cursory Form* ; yet, notwithstanding, the Form of each Letter must be, in a great measure, like the Original ; otherwise it cannot be *Court*.

*Sc.* Pray (*Sir*) then, What will you call *That*, that is one part *Court*, and the other *Secretary* ?

*Mr.* What will you call that Person, that's both *Man* and *Woman* ?

*Sc.* Those are called *Hermaphrodites* ; and pass for *Men* or *Women*, as the Sex prevaieth.

*Mr.* So you may call these *Miscellanies*, *Court* or *Secretary*, as the Form prevaieth.

Now, I shall proceed to the *Chancery-Hand*, the last of the *Five* before-mentioned Best, for the Writing of any Clerk-like Business whatsoever ; whose *Proportions* are as followeth :

*First*, The Letters within Line must be *One Fifth* of the *Third* of an Inch in Height.

*Secondly*, The Wideness of these Letters must be equal to their Height.

*Thirdly*, The Stems of the Letters must be equal in Length, to the Letters within the Line ; except the Stems of [a, s, and t], which must be lower by *One Half* than the other Stems.

*Fourth*...

*Fourthly*, The Wideness of these Stemms must be equal to their Heighth.

*Fifthly*, The Fulness of each Stroke must be equal to *One Third* of the Heighth of the Letters within Line.

*Sixthly*, The White of the Letters, or *One Third* of their Breadth, must be your distance between Letter and Letter; and the double thereof, between Word and Word: Except Two compass Letters come together in one Word, then they must be joynd cloise.

*Seventhly*, The Distance of Lines must be *Three Fifths* of the *Third* of an Inch.

Your Desires of *Writing Well*, and my Endeavours to fulfill the same, being now accomplished; there remains nothing of my Profession, that may be any way serviceable.

*Sc.* I have receiv'd a Letter from my *Father*; wherein is signified his Infinite Thanks, for your more deserving Favours: And I am thereby informed, That he has provided a *Lawyer* for my Master. And I doubt not, but that you will advise me, how to demean my self so, as that I may not only please my Master; but also, may most advantage my self in his Service.

*Mr.* I'll tell you what pleased my Master; and, I doubt not, but that will please Yours.

*First* then, Observe to write all Business in a good Character, clean and true.

*Secondly* Observe to dispatch your Business in due Time; and to have every thing in readines, when he calls for it.

*Sc.* Truly (*Sir*) this is not long in wording: But many times, a short Demand requires a long Performance.

*Mr.* Many times, a long Payment is made by a good Forecast; which I advise you, to be ready at: In order to which, take these following *Directions*:

*First*, Be sure to Write always up to the Character you have learn'd; and then, move your *Pen* as quick as you can.

This

This Course being observed, *Practice* will not only make you *Write Quick*, but *Well* also.

*Secondly*, Observe to keep your Study clean and neat ; and let every thing therein be laid in its proper Place.

*Thirdly*, Be careful to Write true ; avoiding thereby the razing out, and interlining of Words ; which is very disgraceful, and may be of ill Consequence, if it happen in any material Part of a Deed. But if it unluckily so happen, that, either by your Master's Amendment of what you are to Transcribe, or by your Negligence, you are forced to alter any Word after its written ; if on Parchment, then, after it's perfectly dry, scratch out the Word with the Point of your Pen-knife ; being careful therein to scratch away as little of the Parchment as you can, for fear of scratching through, or making it so thin, that it will not bear Ink : Then smooth it with your Pumice-Stone. And if you interline any Word, or Sentence, be careful to place rightly your Point of *Induction*. Write no material Word too nigh the Edge of your Paper, that being the soonest prejudiced either by fretting, or tearing. When you have any Business of your Master's, be careful to employ every moment of your Time therein : And be sure to admit of no Recreation, till your Hands be freed of Business.

This Course being followed through the whole Progress of your *Clerkship* ; I doubt not, but that you will please your Master, and bring Honour to your self.

*Sc. Sir*, I thank you ; and I'll do my Endeavour, to prosecute your Directions. Pray, *Sir*, be pleased also to give me some Directions, how to employ my spare Minutes.

*Mr.* Procure you Two *Precedent* Books ; the One a *Folio*, the Other a *Quarto* : Page them both, and Margent them with Red Ink. At the End of your Books, Rule Ten or Twelve Leaves down the Middle on both sides, with Red Ink, for your *Table* ; which make Alphabetically : And in these Books, enter your *Precedents* : In the *Folio*, enter your

*Pre-*



*Precedents* for *Conveyancing*; and in the Other, your *Precedents* for *Pleading*. And be sure to let nothing that's new to you, pass your Hands without a Copy. And if it chance, that, through the haste of Business, you have not an Opportunity to take a Copy, unless you become Master of the Morning an Hour or two sooner than you were wont; let neither Drowsiness, nor Sloth, be any Impediment. And you will also do well, to spend a good part of your leisure Hours in reading some profitable Books of the *Law*: And when you Read, endeavour to apprehend the Reason of Things; otherwile you will never be able to apply what you Read to your Practice. Sit when you Write; but Stand when you Read.

I shall now take my Leave, in hopes of your diligent Practice of those Things I have been so free in disclosing; which will free you from the Disgrace, that most justly attends those that cast off all the Business they can possible; and what they are forced to do, is performed in an impatient and slovenly Hurry: And when their Five, or more (thus ill employed) Years are expired, with the loss of, it may be, an *Hundred Pound*, they set up for themselves, with no more Knowledge, than what will just serve the turn to promote an Action: And all the rest of the Proceeding, they leave to the secret Management of another; for which, it is to be feared, the Clyent pays very dear.

A  
T A B L E  
O F

Abbreviations.

**S**ince the Marks for *Abbreviations* cannot rightly be made by the *Printer*, you are to observe, That those Letters placed after the Full-Points, must be *written* a little higher, than the other part of the Words: As, in the writing the Word *Accepimus*, there the *s* must be *written* above the *m*, and a little forward-er in the Line. And over the other *Abbreviations*, make a little Dash with your Pen: But if the *Abbreviation* be in the end of a Word, then turn your Dash of *Abbreviation* from the ending of the last Letter.

## A.

**A** Ccepim. s. accepimus  
 Aia anima  
 Au<sup>tem</sup> Authoritatem  
 Als alius  
 A.o Anno  
 Arlorum Articulorum  
 Adio Administratio  
 Archini Archi-diaconi  
 Archi Arch-Angeli  
 Attach. attachiatus  
 Attorn. Attornatus  
 Ald alias dictus  
 Assign assignatis  
 Angl Anglia  
 Assias assisas  
 Al alia  
 Ar Armiger

## B.

Bacc Bacchalauius  
 Bre breue  
 Be Beate  
 Ballia Balliua  
 Barr Barronettus  
 b ber

## C.

Cathi Cathedrali  
 Canoice Canonice  
 Com Comitatus  
 Con.ri Consistorii  
 Can.cis Cancellariis  
 Capcoe captione  
 Cu cum  
 Con.ria contraria  
 c' cer  
 Caa causa  
 Con.m Coniunctim  
 Con.a contra  
 Clico Clerico  
 Cois communis  
 Cer.a certificadorio  
 Crie crimine  
 Cio citatio  
 Cribus criminibus  
 Caplo Capitulo  
 Causß causis  
 Cur. Curia  
 Cogn. cognovit  
 Cons consuetudinem  
 Coron coronam  
 Ca Catalla

## D.

*Dioc Dioceſia*  
*Dia Divina*  
*Dco diſto*  
*Div.m diviſim*  
*Defunct defunctus*  
*Dni Domini*  
*Dilco dilecto*  
*Depto deputato*  
*Dic dicit*  
*Dimid dimidium*  
*Dampn damnum*  
*Debm debitum*  
*Def defendens*  
*Dirci directi*  
*Dign dignitatem*  
*Delibacoem deliberationem*

## E.

*Eccleſie Eccleſie*  
*Effem effectum*  
*Epus Episcopus*  
*Eor eorum*  
*Exit exhibitus*  
*ee eſſe*

*Excoicaco Excommunicatione*  
*Exhibico exhibitio*  
*Epale Episcopale*

## F.

*Fco facto*  
*Fidelr fideliter*  
*Firmr firmiter*  
*Frm fratrem*  
*Fuer fuerit*  
*Flo falſo*  
*Felon feloniam*  
*Franc Franciæ*  
*Fac Facias*

## G.

*Gra Gratia*  
*Grnale generalis*  
*Gaol gaolam*  
*Gen generoſus*

## H.

*Hita habita*  
*Humoi huiusmodi*  
*Het habet*

*Hoies homines**Hens habens**Hend habendum**Huit habuit**Hibniæ Hiberniæ*

## I.

*Informacoe informatione**Ibm ibidem**Igr igitur**Instrum.tu instrumentum**Ipo ipso**Jurisnris jurisdictionis**Jux juxta**Illi.mi illustrissimi**Inven.ry Inventory**Jur Furatores**Justic Justitiaris**Ill illa**Io ideo**Injur injuriam**Intellco intellecto**Inspco inspecto**Inperpm inperpetuum**Indict' indictatus**Irrotlat irrotulatum*

## L.

*Lras literas**Lia licentia**Littime Legitime**Lilo Libello**Leglis Legalis**Libe Libere**Lco Lecto**Libtat' Libertatem*

## M.

*Mie minime**Mronia Matrimonia**Mr Magister**Ma.ti Majestati**Millmo Millefimo**Mo modo**Magri Magistri**Mil Miles**Mia Misericordia*

## N.

*Nra nostra**Noie nomine**Norio*

# A Table of Abbreviations.

35

Norio Notario.  
Necc.ria necessaria  
Narr Narratio

## O.

Oem omnem  
Oibus omnibus  
Offilis Officialis  
Oetogmo Oetogesimo  
Oiodas omnimodas  
Obl Obligatio  
Occone occasione  
Omitt onittas

## P.

Paroch Parochia  
P'r pre  
P.rdcus prædictus  
Personalr personaliter  
Ptate potestate  
Prone Patrone  
Permioe permissione  
Pntes presentes  
Pubce publice  
Pr pater  
Paroli Parochiali  
Pr.cures procuratores

Possionem possessionem  
P'pne præcipue  
Popli populi  
Pr.onus Patronus  
Priam Patriam  
Plito placito  
Pertin pertinentiis  
Produc producit  
P.t post  
Propr propria  
P.rfat' præfatus  
Pet petit  
Periclo periculo  
Proclam Proclamationem  
Præ præceptum  
Pros Prosecutor.

## Q.

Qd quod  
Quatus quatenus  
Q.o quo  
Quolt quolibet  
Quer querens

## R.

Rcor Rector.  
Rone ratione

Rhdus

Rbdus Reverendus  
 Reverendmo Reverendissimo  
 Regr Register  
 Rs Regis  
 Rondend Respondendum  
 Retorn retornatum  
 Rotloruz rotulorum

S.

Saltm salutem  
 Spualibus spiritualibus  
 Sacrm Sacramentum  
 Scdm secundum  
 Sexcen.mo Sexcentesimo  
 Spicats specificatis  
 Spialitr specialiter  
 Soleizari solemnizari  
 Scaccii scaccarii  
 Successß. successoribus  
 Sci Sancti  
 Scrut scrutinio  
 Summ summonitus  
 Sequen sequentem  
 Scilt Scilicet  
 Sile simile  
 Spec specificatum  
 Seiam seseinam

Scoc Scotia  
 Surr Surrogatus  
 Sabti Sabbathi

T.

Testam.to Testamento  
 Tot totam  
 Titlum titulum  
 Inscr transgressio  
 Tenta Tenementa  
 T teste  
 Tli tali  
 Tm tam  
 Tles tales  
 Tmio termino

V.

Vra Vestra  
 Ubilet ubilibet  
 Vic Vicarius  
 Venlis Venerabilis  
 Val Valentiam  
 Vic Vicecomes  
 Visn Visenenetto  
 Vill villa  
 Ux Uxor.

W. Westm



W.

Westm Westmonasterium

X.

Xpo Christo

Xaru Decimarum

Anthus Antonius

Augtus Augustus

Barthus Bartholomeus

Clens Clemens

Edrus Edwardus

Edmus Edmundus

Francus Franciscus

Galfrus Galfridus

Hencus Henricus

Hungrus Hunzfridus

Herbtus Herbertus

Jobes Johannes

Luicus Ludovicus

Michis Michaelis

Matthus Matthews

Nichus Nicholaus

Phus Philippus

Ricis Richardus

Robtus Robertus

Radus Radulphus

Randus Randulphus

Rogus Rogerus

Theophus Theophilus

Willus Gulielmus

Xpian Christian

Xpopher Christopher

Zathas Zacharias

FINIS

Books Printed for, and Sold by Luke Meredith, at the King's Head in St. Paul's Church-yard.

**R** *Hetorice Libri Duo: Quorum Prior de Tropis & Figuris, Posterior de Voce & Gestu præcipit. In usum Scholarum postremo recogniti, infinitisque pani mendis expurgati. Autore Carolo Butlerò, Magd. Artium Magistro.*

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